

Berkeley County Government

JOB OPENING – EXTERNAL POSTING

MAINTENANCE/SERVICE TECH 1 - CUSTODIAN (PS100632)

DEPARTMENT: FACILITIES AND GROUNDS

JOB SUMMARY/ESSENTIAL FUNCTIONS: Performs routine cleaning tasks including sweeping, mopping, vacuuming, disposing of trash, dusting, and scrubbing. May also buff/wax floors, spot clean carpeted areas, polish and clean wood fixtures, disinfect and chemically treat restroom facilities and water fountains, stock and maintain various dispensers including soap, toilet tissue/paper towels, cleaning supplies, and perform other related duties as assigned.

QUALIFICATIONS:

Must be eighteen (18) years of age.

High school graduation or equivalent preferred. Must be able to obtain GED within six (6) months of employment.

Six (6) months related janitorial/cleaning experience required, one (1) year dedicated janitorial/cleaning experience preferred. Experience must be as a Custodian in a large residential, commercial or industrial environment.

Ability to read and write at level appropriate of this position.

Departmental testing may be administered during interview.

Completed degree(s) beneficial to the position may be partially considered as work experience.

A criminal background check will be completed on selected applicant if a current one (less than 3 years old) is not on file.

PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand; walk; and use hands to handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk and hear. The employee must frequently lift and/or move up to fifty (50) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

SAFETY INFORMATION/DUTIES:

This is a safety sensitive position and subject to random drug and alcohol testing. All employees holding such jobs or requesting promotion or transfer to such jobs are subject to drug testing.

Attends all required safety training, follows safety policies and procedures and uses appropriate PPE (Personal Protective Equipment) for assigned tasks.

HOURS OF WORK/MISCELLANEOUS INFORMATION:

Thirty-seven and one half (37.5) hours per week. Monday through Friday from 6:30 A.M. until 2:30 P.M. Scheduled hours/days, job location, duties and any other information contained herein is subject to change. May be required to work extra hours and to perform extra or different duties during emergency situations.

Qualified employees of Berkeley County Government will be given priority consideration for position vacancies.

Please visit our website at www.berkeleycountysc.gov for an application or contact the Human Resources Department at 1003 Highway 52, Moncks Corner, SC (719-4163); Charleston (723-3800 ext. 4163), St. Stephen (567-3136 ext. 4163).

BERKELEY COUNTY GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN OR DISABILITY.

MNT/SVC TECH I - Grade C02
Entry Level Bi-Weekly Pay Range: \$681.54 - \$783.77

Date of Posting: 09/23/11
Closing Date: Subject to closing at any time

APPLICATIONS WILL NOT BE ACCEPTED FOLLOWING THE CLOSING DATE.
THE EMPLOYMENT APPLICATION MUST BE FULLY COMPLETED. INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.